

GRANT APPLICATION RULES AND PROCEDURES

Grant Application Guidelines Required For:

- All FEDERAL GRANTS for which an application is submitted
- All new Federal programs funds not previously received
- Any Non-Federal grant project totaling over \$10,000 or for which at least \$10,000 will be received in any SFY (**this includes all agreements**). Money requested must follow this approval process. (These do not apply to agreement money that will total less than \$10,000 in any SFY)

APPLICATION STEPS:

- Submit all applications to the Bureau of Finance **15 days in advance of application due date**, for review and signatures
- The main Fiscal Officer and Division Director should review and initial each application before submission to the Bureau of Finance. After the Budget Director reviews and signs, the final signature on the application will be the Executive Director
- **Bureau of Finance will then submit the online GOMB form** for Federal & Non-Federal Grants via their web site at grants.utah.gov

FORMS & INFORMATION REQUIRED:

- *Federal Only - Standard Form 424* (if required by the federal agency)
 - Also include SF424 Checklist with Business Official (Should be a Bureau of Finance employee with DHS grants email access) and Project Director (should be a Division employee)
- *Budget Impact form*
 - Must be completed by Division Budget Officer or designee
 - Round budget amounts on this form to the nearest \$100
- *Program Abstract/Summary*
- *Indirect costs as appropriate*
 - For Divisions that allocate administrative costs (not admin costs that are direct billed) in addition to the Department's indirect costs, show cost breakout calculations for DHS indirect rate methodology separate from Division administrative costs
- *DHS legal review* (required for Non-Federal and MOAs)
 - Attach email from AG staff showing legal review has occurred
- *Award Letter of federal funds*
 - If no award letter is available for inclusion, GOMB expects that grant award letters will primarily be submitted on an ongoing basis throughout the year when the letter is received (via the grants.utah.gov system), or at the very latest before any grant funds are expended
 - All award letters should be given to Bureau of Finance for submission via grants.utah.gov

- *Monitoring Questions*
 - Brief description of compliance requirements associated with the grant
 - Name and title of Division employee responsible to ensure grant compliance
 - Brief description of how required compliance will be monitored by the Division

GENERAL EXPECTATIONS FOR THE APPLICATION:

All application forms, assurances, and certifications are to be signed by the Executive Director

- Authorized Representative is Ann Williamson
- Title is Executive Director

Ensure the following information on the documents is correct:

- Legal Name: Utah Department of Human Services
- Address: 195 North 1950 West, Salt Lake City, UT 84116
 - (Please don't use your Division office's address)
- Organizational DUNS: **878593383**
- Please **DO NOT** submit applications to Grantors or sign agreements before seeking approval of our Executive Director and submitting it to GOMB (for grants)
- EIN: **187-6000545xx** Please see below:

To those with Grant Application and Processing Responsibilities:

Issues can occur related to DHS Grants being placed on the wrong Federal Payment Account Number (PAN), due to not using the correct 12 digit EIN (including prefix and suffix) on grant applications. Only using the 9 digit Utah EIN of 876000545 can even result in a DHS Grant being placed on another Utah Agency's PAN.

For correct Federal grant PAN placement and associated reporting, the EIN for DHS grants always begins with a "1", followed by the State of Utah EIN of 876000545, and ends with a two digit suffix.

It is important that the PAN EIN and associated Grant Application EIN are the same. **Therefore, the following EINs need to be used on DHS Grant Applications** (all Divisions use only suffix A8--except DAAS):

<u>EIN (12 digits)</u>	<u>PAN</u>	<u>Divisions</u>
1876000545A8	Y176P, 0802G and V649B	All Divisions --(DAAS uses for a limited number of grants) Type of Grant and how Feds want to track it are things determining the PAN used for any particular grant. For example, all Block grants are on PAN V649B.
1876000545A9	7906G & 7906P	DAAS only --Type of Grant and how Feds want to track it are things determining the PAN used.
1876000545G1	3K54B	DAAS only --Only used for Title V (SCSEP) Grants

Note: The prefix "1" is simply an additional identifier to differentiate DHS grants from grants of other Utah Agencies.

FEDERAL GRANT APPLICATION GUIDELINES:

All grant money requested must follow this approval process.

1. If the grant covers more than one state fiscal year, approval must be received by the Legislature to spend the funds in the additional year. This can be obtained by separating the expected grant expenditure in the Federal Funds Request Summary report prepared each year
2. If the grant actual award is 25% more than the amount detailed in the Federal Funds Request Summary report, the EAC has to approve the additional funds through the normal application process. If the amount exceeds what was appropriated and if one of the following also applies, EAC approval is needed as well
 - a. Require the addition of one or more permanent full time or part time employees
 - b. Require new state money as match
 - c. Require the state to comply with new conditions
3. A reduction in federal funds requires the agency to reduce programs supported by those funds proportionate to the reduction, **unless** the Legislature funds the reduction. The reduction should be reported to the EAC